Library Services

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for funding of library services and for providing inmates access to leisure and legal reading materials.

1006.2 POLICY

This facility operates library services that provide leisure and legal reading materials to inmates. The Chief Deputy of Corrections or the authorized designee is responsible for the administration of the library services. Law Library reference materials are on the kiosk and all other library materials/ books are donated items.

Custody staff shall ensure that reading materials are provided to the general housing units. Access to the inmate library or to library materials shall be based upon inmate classification, housing location and other factors that legitimately relate to the safety and security of the facility.

1006.3 LIBRARY FUNDING AND MAINTENANCE

The Chief Deputy of Corrections may use monies from the Inmate Welfare Fund to offset the cost of salaries and the services and supplies necessary to operate the library. The librarian may enlist the assistance of the local public library and other community organizations in order to maintain and update the library. Donated books and materials should be screened by the staff for allowable content and safety prior to being distributed to inmates.

The Office may reject library materials that may compromise the safety, security and discipline in the operation of this facility (see the Inmate Mail Policy for examples of materials that may be rejected).

The library shall be operated within the physical, budgetary and security limits of the existing facility.

Books and other reading material should be provided in languages that reflect the population of the facility. The inmate services staff is responsible for the distribution of reading material.

1006.4 LEISURE LIBRARY MATERIALS

Each inmate is allowed to have no more than three books at any given time. Existing selections must be returned before new books may be selected by an inmate. Inmates who destroy or misuse books and library materials will be subject to disciplinary action and may be required to pay for the material.

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1006.5 ACCESS TO LEGAL PUBLICATIONS/LAW LIBRARY

TCCF shall contract with a vendor to provide and up to date law library service. The law library is accessible on the inmate visitation kiosks and/or tablets. Frequency of access to the law library may vary based on the inmates' housing or custody status. The law library contains up to date information of the following:

- Washington Code Annotated
- Washington Court Rules
- Washington Cases (Superior Court cases since 1944, Court of Appeals cases since 1982)
- Washington Administrative Regulations
- Shepard's – Washington Citations
- United States Code Service
- 9th District Court and Court of Appeal Decisions
- Supreme Court Reports, Lawyer's Edition
- Shepard's – 9th Circuit/Supreme Court

(b) Inmates requesting research of legal publications not contained in the Law Library may request needed material from their legal counsel. Those items can be dropped off at the Reception counter of the Thurston County Corrections Facility (TCCF)or via a Court Deputy.

Pro se inmates may keep minimal supplies for their case in their cells (e.g., paper, letters, reference materials), provided it does not create a fire hazard.

1006.6 ALTERNATE MEANS OF ACCESS TO LEGAL RESOURCES

Nothing in this policy shall confer a right to access a law library. Unless it is specified by court order, the Sheriff may provide access to legal resources by a variety of means that may include public or private legal research services (e.g., web-based legal resources).

1006.7 POLICY

It is the policy of this facility to operate a library service that provides leisure and legal reading materials to inmates.

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